



# **AYP Update Training**

---

## **2007 Amendments AYP Detail Report Online Appeal Process**

**June 2007**

**Office of Innovation, Improvement, and Accountability**

**Dr. Connie J. Smith, Executive Director**

**Jean Sharp, Associate Executive Director**

**Gwendolyn Watson, Urban Education Specialist**

**John Beam, Education Consultant**

**Janine Whited, Education Consultant**



# Agenda

---

8:00 – 8:30 AM	Registration and Coffee
8:30 – 8:45 AM	Welcome and Introductions
8:45 – 9:30 AM	2007 Amendments
9:30 – 10:30 AM	AYP Detail Report
10:30 – 11:30 AM	Online Appeal Process
11:30 – 12:00 Noon	Q & A



# **AYP Update Training**

# **2007 Amendments**



# Proposed Amendment

Accepted

---

## Displaced Students

Students displaced by Hurricanes Katrina and Rita will be counted in all appropriate subgroups for NCLB reporting and accountability purposes. There will not be a separate “displaced” subgroup.

### JUSTIFICATION:

In a letter to Chief State School Officers on September 29, 2005, Secretary Spellings offered states a flexibility option to create a separate subgroup for students displaced by Hurricanes Katrina and Rita given the unique events facing the children and their families. Tennessee public schools educated approximately 2,400 students displaced by Hurricanes Katrina and Rita during the 2005-06 school year. The U.S. Department of Education granted this flexibility for the 2005-06 school year only.



# Proposed Amendment

Accepted

## Middle College HS Standard Number of Years

The definition of “standard number of years” will be 5 years and one summer for students who graduate from early college/middle college high schools. These high schools will be required to report disaggregated graduation rates by all student groups, including students with disabilities, English Language Learners, and economically disadvantaged students.

### JUSTIFICATION:

The State’s accountability system provides a strong motivation for schools to give all students the encouragement and support to graduate on-time with a regular high school diploma. In early college/middle college high schools, schools of choice with an integrated high school and college curriculum, students follow a 5-year trajectory leading to an associate’s degree or acceleration toward a 4-year college degree.



# Proposed Amendment

Accepted

## Interim Flexibility Special Education Subgroup

Tennessee will apply the interim flexibility for students with disabilities extended by Secretary Margaret Spellings on December 14, 2005. By committing to adopting modified achievement standards for additional 2% of students with disabilities, Tennessee is eligible to adopt a proxy measure to calculate adjusted proficiency rates for the students with disability subgroup. Based on guidance from the U.S. Department of Education, Tennessee will add 13 percentage points to the students with disabilities cells for reading/language arts and math proficiency for purposes of determining AYP in schools where only one or both of these cells did not meet academic targets.

### JUSTIFICATION:

Tennessee supports the Secretary's efforts to increase the flexibility in AYP determinations for the students with disabilities subgroup.



# Proposed Amendment

Accepted

---

## Small School Less than 10 Students

For schools with less than 10 students in the all students group for the most current year, the State will determine AYP by summing student test results over 2 to 3 years, until the size reaches at least 10 students.

### JUSTIFICATION:

For AYP based on 2005-06 school year test data, 22 schools had less than 10 students in the all students group. The majority of these schools are alternative schools that serve very few students for the full academic year. The State will study over the next year whether to continue to make AYP determinations for alternative schools or to require test data and withdrawal/completion data to be counted at the home school.



# Proposed Amendment

Accepted

---

## Alternative School Event Dropout Rates

Alternative schools with secondary grades will be held accountable for event dropout rates.

### JUSTIFICATION:

According to TCA 49-6-3402, all course work completed and credits earned by a student in an alternative school must be recorded at the student's home school and students may not graduate based solely on attendance at alternative schools. As a result, alternative schools do not have graduation rates. The State will study over the next year whether to continue to make AYP determinations for alternative schools or to require test data and withdrawal/completion data to be counted at the home school.





# Proposed Amendment

Accepted

---

## Students with Disabilities Subgroup Includes

Tennessee will clarify that the students with disabilities subgroup only includes students with disabilities defined by IDEA who are receiving special education services.

### JUSTIFICATION:

Gifted students and students who are “functionally delayed” have IEPs and receive services under state law, but are not required to receive special education services under IDEA.



# Refresher

## LEA “Same Subject, All Grade Spans”

	K-8 Reading	9-12 Reading	K-8 Math	9-12 Math	K-8 Att Rate	9-12 Grad Rate
Year 1	X	X				
Year 2	X	X				

In this example, the LEA has missed AYP in the **same** subject (reading) across all grade spans for two consecutive years. Thus, the LEA would be identified for improvement.

	K-8 Reading	9-12 Reading	K-8 Math	9-12 Math	K-8 Att Rate	9-12 Grad Rate
Year 1					X	X
Year 2					X	X

In this example, the LEA has missed AYP in the **additional indicator** across all grade spans for two consecutive years. Thus, the LEA would be identified for improvement.

	K-8 Reading	9-12 Reading	K-8 Math	9-12 Math	K-8 Att Rate	9-12 Grad Rate
Year 1		X	X	X		X
Year 2	X			X	X	

In this example, the LEA missed AYP in **math** across **all** grade spans in Year 1. To be identified for improvement, the LEA would have to miss AYP across **all** grade spans in the **same** subject, **math**, in Year 2. While the LEA missed AYP in 9-12 math in Year 2, it did not miss the AYP target across **all** grade spans in math for Year 2. The LEA made the K-8 math target. Thus, under this approach, the LEA is not identified for improvement, but will be reported as missing AYP.



**AYP Update Training**

**AYP Detail Report**

# Printing the AYP Detail Report

Microsoft Excel - AYP-Detail-Report-Training-Sys888-16MAY2007.xls

File Name contains System #.

Microsoft Excel - AYP-Detail-Report-Training-Sys888-16MAY2007 Handout.xls

Type a question for help

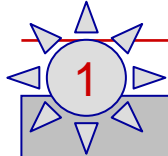
	A	B	C	D	E	F	G	H	I	J	K	L	
	SysID	System Name	Grade Span	Criterion	System	All	White	Hisp	Black	NatAm	API	ED	S'
2	888	My TN County	K-8	Math # Enr 2007		31486	11206	3745	15472	53	1010	19430	3i
3				Math # Enr 2006		31486	11206	3745	15472	53	1010	19430	3i
4				Math # Enr 2005		15558	5894	1646	7512	28	478	9152	1i
5				Math # Enr 2004		15455	5974	1333	7528	34	586	8737	1i
6				Math # Enr 2003		15397	5996	1121	7615	50	615	8256	1i
7				Math % Tst 2007		100	100	100	99	100	100	99	9i
8				Math % Tst 2006		100	100	100	99	100	100	99	9i
9				Math % Tst 2005		100	100	100	100	100	100	100	10i
10													
11													
12													
13													
14													
15				Math % Bel 2004		24	15	29	33	18	13	33	6i
16				Math % Bel 2003		27	15	35	36	23	15	36	7i
17				Math % Prf 2007		53	45	57	58	47	41	57	3i
18				Math % Prf 2006		53	45	57	58	47	41	57	3i
19				Math % Prf 2005		51	44	57	57	50	38	56	3i
20				Math % Adv 2007		28	44	21	17	47	53	18	9
21				Math % Adv 2006		28	44	21	17	47	53	18	9
22				Math % Adv 2005		30	45	20	18	39	56	19	9
23				Math % P/A 2007		81	89	78	75	94	94	75	4i
24				Math % P/A 2006		81	89	78	75	94	94	75	4i
25				Math % P/A 2005		81	89	77	75	89	94	75	4i
26				Math % P/A 2 Yr Avg		81	89	78	75	92	94	75	4i
27				Math % P/A 3 Yr Avg		79	88	75	72	88	92	72	4i
28				Read # Enr 2007		31495	11212	3742	15479	52	1010	19440	3i
29				Read # Enr 2006		31495	11212	3742	15479	52	1010	19440	3i
30											479	8943	1i
31											586	8736	1i
32											615	8256	1i
33											100	99	9i
34											100	99	9i
35											100	100	9i
36				Read % Tst 2 Yr Avg		100	100	100	100	100	100	100	9i
37				Read % Tst 3 Yr Avg		99	100	99	99	100	100	99	9i

System School

This year, the report has been pre-formatted for proper viewing & printing.

System & School Results are in same file.  
Check both tabs for all results!

# What to Look For



LOOK FOR:

## GRADE SPANS

AYP is determined for each Grade Span.

Depending on grades served, a System or School will have one or both – "K-8" and/or "HS".



LOOK FOR:

## MET AYP

For each Grade Span, there is a row containing the current year's final "Met AYP" status.

At the SCHOOL level: BOTH Grade Spans must meet AYP for the School to meet AYP.

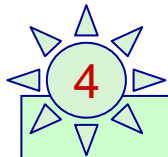
At the SYSTEM level: BOTH Grade Spans must fail the same subject to fail AYP.



LOOK FOR:

## FINAL RESULTS

For each Grade Span, there are 5 rows containing a current year "Final Result" which are used in determining AYP. Within each grade span there are 2 rows for MATH, 2 for READING, and 1 for the ADDITIONAL INDICATOR.



LOOK FOR:

## SAFE HARBOR

Beginning with the "White" SUBGROUP, these cells in the final status row are ONLY USED TO PROVE the Additional Indicator has been met for the purposes of Safe Harbor.

Within each grade span, there are two safe harbor rows, "SH Math" and "SH Read". In each row, look for "Met", "Eligible", "Not Eligible", and "Not Met".

# What to Look For



## LOOK FOR: SAFE HARBOR

**MET** - Safe Harbor has been applied to the cell and AYP met because the Reduction in % Below Prof was made & the Additional Indicator for the subgroup met AYP.

**ELIGIBLE** - The Reduction in % Below Prof was made BUT Safe Harbor has NOT been applied to the cell because the Additional Indicator is not available. An appeal may be submitted to prove the Additional Indicator has met AYP.

**NOT MET** - The Reduction in % Below Prof was made and the cell was eligible for Safe Harbor. HOWEVER, Safe Harbor was NOT applied to the cell because the Additional Indicator did NOT meet AYP. An appeal may be submitted to prove the Additional Indicator has met AYP.

**NOT ELIGIBLE** - The Reduction in % Below Prof was NOT made so the cell is NOT eligible for Safe Harbor. An appeal may be submitted to prove the Reduction has been made AND to prove the Additional Indicator has met AYP.

## ADDITIONAL INDICATOR Cells in FINAL RESULT Rows used for SAFE HARBOR:

Beginning with the “White” SUBGROUP, the Additional Indicator cells in the final status rows are ONLY USED TO PROVE the Additional Indicator has been met for the purposes of Safe Harbor.

**NO DATA** - The data for the subgroup was not available. If Eligible for Safe Harbor, an appeal MUST be submitted to prove the Additional Indicator has been met.

**Y** - The data shows that the subgroup met AYP for the Additional Indicator.

**N** - The data shows that the subgroup did NOT meet AYP for the Additional Indicator.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SysID	System Name	Grade Span	Criterion	System	All	White	Hisp	Black	NatAm	API	ED	SWD	LEP
2	888	My TN County	K-8	Math # Enr 2007		34186	44206	5745	45473	53	1010	19430	3743	2933
3				Math # Enr 2006							1010	19430	3743	2933
4				Math # Enr 2005		15558	5897	1646	7512	28	478	9152	1948	1433
5				cells hidden for training										
67				Att Rate 2007 Final Result	A	Y	Y	Y	Y	N	Y	Y	Y	No Data
68				cells hidden for training										
72				Math w/Status 2007		Y	Y	Y	N		Y	N	N	N
73				Read w/Status 2007		Y	Y	N	N		Y	N	N	N
74				10% Red in Math % Bel 1Yr		N	N	N	N		N	Y	N	N
75				19% Red in Math % Bel 2Yr		Y	Y	Y	N		Y	Y	Y	N
76				27% Red in Math % Bel 3Yr		Y	Y	Y	Y		Y	Y	Y	N
77				SH Math 2007	B				Not Met			Met	Met	Not Eligible
78				10% Red in Read % Bel 1Yr		N	N	N	N		N	N	N	N
79				19% Red in Read % Bel 2Yr		N	Y	N	N		Y	Y	Y	Y
80				27% Red in Read % Bel 3Yr		N	Y	Y	N		Y	N	Y	Y
81				SH Read 2007				Met	Not Eligible			Met	Met	Eligible
82				Math Proj % P/A 2007		85	92	82	80	92	97	81	53	73
83				Read Proj % P/A 2007		92	95	86	90	91	96	89	78	77
84				Math w/Proj 2007	C	Y	Y	Y	Y		Y	Y	Y	Y
85				Read w/Proj 2007		Y	Y	Y	Y		Y	Y	N	N
86				% Tst Math 2007 Final Result		Y	Y	Y	Y	Y	Y	Y	Y	Y
87				cells hidden for training										
91				% P/A Math 2007 Met By Final Result		1	2	1CI	PR			SH1	SH2	PR
92				% P/A Math 2007 Final Result		Y	Y	Y	Y		Y	Y	Y	Y
93				cells hidden for training										
97				% Tst Read 2007 Final Result	D	Y	Y	Y	Y	Y	Y	Y	Y	Y
98				cells hidden for training										
102				% P/A Read 2007 Met By Final Result		2	1	SH3			1	SH2	SH2	
103				% P/A Read 2007 Final Result		N	Y	Y	Y	N	Y	Y	Y	N
104				cells hidden for training										
108				Met AYP 2007		N								
109				Met AYP 2006		N								
110				Met AYP 2005		Y	Y	Y	Y	Y	Y	Y	Y	Y
111				Met AYP 2004		N	N	Y	N	N	Y	N	N	N
112				Met AYP 2003		N	N	Y	N	N	Y	N	N	N
113			HS	Math # Enr 2007		5399	1932	496	2793	11	167	2532	535	257

ADDITIONAL INDICATOR FINAL STATUS – ALL Column Only

1 LOOK FOR: GRADE SPANS

4 LOOK FOR: SAFE HARBOR

3 LOOK FOR: FINAL RESULTS

2 LOOK FOR: MET AYP

Met By

Report Sections: A – Status Model Section;

B – Safe Harbor Section;

C – Projection Model Section (K8 Only)

D – Final Results Section



# AYP Detail Report

## % P/A 2007 Met By Final Result

When AYP is met, the '**% P/A 2007 Met By Final Result**' Criterion will display one of the following, indicating how AYP was met for Reading and Math.

Criterion	System	All	White	Hisp	Black	NatAm	API	ED	SWD	LEP
% P/A Math 2007 Met By Final Result		1	2	1CI	PR		1	SH1	SH2	PR
% P/A Math 2007 Final Result	Y	Y	Y	Y	Y		Y	Y	Y	Y

- **1** = Met w/ Current Year Benchmark
- **1CI** = Met w/ Current Year using Confidence Interval
- **2** = Met w/ 2 Year Average
- **2CI** = Met w/ 2 Year Average using Confidence Interval
- **3** = Met w/ 3 Year Average
- **3CI** = Met w/ 3 Year Average using Confidence Interval
- **SH1** = Safe Harbor met by **%Bel 1YR 10%** Reduction & Additional Indicator
- **SH2** = Safe Harbor met by **%Bel 2YR 19%** Reduction & Additional Indicator
- **SH3** = Safe Harbor met by **%Bel 3YR 27%** Reduction & Additional Indicator
- **TO1** = Met w/ SWD Interim Flexibility
- **PR** = Met w/ Projections



Elementary / Middle	All	White	Hispanic	African American	Native American	Asian	Econ Disadv	Students w/ Disabilities	Limited English Proficient
<b>Math</b>									
% Tested	+	+	+	+	+	+	+	+	+
% Proficient/Adv	+	+	+	X	+	+	+	X	X
<b>Reading, Language Arts, Reading</b>									
% Tested	+	+	+	+	+	+	+	+	+
% Proficient/Adv	+	+	X	+	+	+	+	X	X
Attendance Rate	+								
Met AYP?	X								



---

## **AYP Update Training**

# **Online Appeal Process**



# NCLB Online Appeals 2007

## Timeline for Submitting Appeals

---

### Subject to Change

- **July 2, 2007 (Monday)**
  - AYP Status available and Begin date for systems to start submitting online appeals
- **July 16, 2007 (Monday)**
  - Deadline for system to submit ALL appeals
  - Appeals must be submitted by July 16<sup>th</sup> to be heard by the TDOE Appeals Committee
- **July 17, 2006 (Tuesday)**
  - TDOE Appeals Committee begins hearing appeals
  - After all appeals are heard, files are sent for recalculation of AYP
- **August, 2006 (To be determined, but should occur before August 10<sup>th</sup>)**
  - Systems notified of Appeal Outcome and final decision of committee



# NCLB Online Appeals 2007

---

- Through the NCLB Appeals website you may have the opportunity, based upon your system or school eligibility for appeal, to submit one or more appeals.
- A system or school must fail AYP in at least one cell to be eligible for appeal.
- Appeal categories:
  - Safe Harbor
  - Natural Disaster
  - Coding Errors for
    - Attendance rate
    - Graduation rate (these appeals are already complete)
    - Student level data



# NCLB Online Appeals 2007

---

- All appeals must be submitted electronically and processed through this NCLB appeals website.
- You will be prompted for responses and taken screen by screen through the online appeal process.
- Only one appeal at a time can be submitted.
- If your system and/or school(s) are eligible for more than one appeal, you will submit each appeal separately.
- Supporting documentation is required for all appeals.
- If the proper supporting documentation is not received with the original submission of an appeal, the appeal will be denied.



# NCLB Online Appeals 2007

---

- Each appeal must be complete and accurate when submitted.
- All appeal decisions will be made by TDOE at the same time and systems notified of the final decision.
- Appeal decisions will be final and no resubmission of data will be permitted in an attempt to affect the final decision. For this reason, make sure the appeal is complete and accurate when submitted!



# NCLB Online Appeals 2007

---

All NCLB Online Appeals information can be found at the following link:

<http://www.state.tn.us/education/nclb/appeals.shtml>

Please read all documentation before proceeding with an appeal. The Login button will only be available during the timeframe set for systems to submit appeals.



# SAFE HARBOR

## Documentation

---

A **SAFE HARBOR Appeal** may be submitted to prove the additional indicator has been met for the eligible subgroup. To be eligible for safe harbor, the subgroup:

must have met AYP for % Tested

**AND**

the % Below Proficient must have had one of the following:

10% reduction in one year, OR  
19% reduction over two years, OR  
27% reduction over three years.





# SAFE HARBOR

## Documentation

---

### K-8 Safe Harbor Appeal Requirements:

- Detailed Description of Subgroup(s) and Cell(s) Being Appealed
- Attendance Rate Report for 2006-07
- Attendance Rate Report for 2005-06 to show improvement  
(Report details explained on subsequent pages)

### 9-12 Safe Harbor Appeal Requirements:

- Detailed Description of Subgroup(s) and Cell(s) Being Appealed
- Graduation Rate / Cohort Dropout Report for 2005-06
- For SWD, ED, & ELL the Event Dropout Rate for 2005-06  
(Report details explained on subsequent pages)



# SAFE HARBOR

## K-8 DOCUMENTATION

---

### Required Documentation for a K-8 Safe Harbor Appeal:

For K-8, an Attendance Rate of 93% or improvement over last year's rate is required to meet safe harbor. This appeal requires a report listing all students, for the subgroup, for all grades K-8 (not just 3-8) by school, by grade for the school and/or system w/ new attendance rate calculated as it is believed it to be.



# SAFE HARBOR

## K-8 DOCUMENTATION

Fields used to calculate Attendance Rate must be included on reports submitted to support the appeal. The TDOE will use these fields to confirm the calculations submitted are correct.

Dogwood Elementary School - Students with Disabilities:										
System #	School #	Student Name	SSN/PIN	Days Enrolled	Days Present	Days Absent	ADA	ADM	Attendance Rate	Grade
111	50	Doe, John	123456789	180	170	10	0.94	1.00	94.44%	4
111	50	Smith, Jane	112345678	73	71	2	0.39	0.41	97.26%	K
111	50	Maple, Jean	122345678	180	164	16	0.91	1.00	91.11%	1
111	50	Brown, Steve	233456789	180	176	4	0.98	1.00	97.78%	3
111	50	White, Betty	245567899	172	158	14	0.88	0.96	91.86%	2
111	50	Jones, Susie	345678902	180	175	5	0.97	1.00	97.22%	4
111	50	Smith, Billy	456789103	180	171	9	0.95	1.00	95.00%	2
111	50	Barnes, Julie	455667890	180	179	1	0.99	1.00	99.44%	1
111	50	Cooper, Joe	567890123	180	177	3	0.98	1.00	98.33%	K
111	50	Wilson, Don	567888912	180	172	8	0.96	1.00	95.56%	2
School Totals				1685	1613	72	8.96	9.36	95.73%	

ADA and ADM are NOT required IF Days Enrolled, Present, and/or Absent are included and the formula confirms the attendance rate calculated.



# SAFE HARBOR

## K-8 DOCUMENTATION

---

### Required Documentation for a K-8 Safe Harbor Appeal:

The first example below for Dogwood Elementary School shows what a submitted report might look like for a *school level appeal*. While the format of the report may vary greatly from the example, depending on your student management system, the important data elements shown above to identify students are required.

Your system might not have the “days enrolled”, “days present”, or “days absent” but you must at least include the ADA & ADM so you can calculate a total for the school and calculate the attendance rate for the subgroup.



# SAFE HARBOR

## K-8 DOCUMENTATION

Fields used to calculate Attendance Rate must be included on reports submitted to support the appeal. The TDOE will use these fields to confirm the calculations submitted are correct.

Dogwood County System Level Attendance Rate - Students with Disabilities:						
School Name	Days Enrolled	Days Present	Days Absent	ADA	ADM	Attendance Rate
Dogwood Elementary	8282	7967	315	44.26	46.01	95.73%
Maple Middle	13489	12947	542	71.93	74.94	95.98%
Pine Elementary	12430	11638	792	64.66	69.06	93.63%
Oak Elementary	20815	19560	1255	108.67	115.64	93.97%
<b>System Totals</b>	55016	52112	2904	289.51	305.64	94.72%

ADA and ADM are NOT required IF Days Enrolled, Present, and/or Absent are included and the formula confirms the attendance rate calculated.



# SAFE HARBOR

## K-8 DOCUMENTATION

---

### Required Documentation for a K-8 Safe Harbor Appeal:

For a *system level appeal*, a report resembling the first example is required for each school and a report resembling the second example is required for the system showing totals for all schools included in the appeal.



# SAFE HARBOR

## 9-12 DOCUMENTATION

---

### Required Documentation for a 9-12 Safe Harbor Appeal:

For 9-12, (**Ethnicity subgroups**), a Graduation Rate of 90% or the correct year's target rate as shown on the system or school improvement track is required to meet safe harbor.

This appeal requires a detailed description of the subgroup and cell(s) being appealed and the reason for appeal and a report showing students originally included Graduation Rate calculations for the subgroup that are modified (additions/deletions/changes in roster or cohort drop out total) that are affecting the new rate calculated as it is believed to be. (The same information used to appeal the ALL subgroup is required for the ethnicity subgroups.)



# SAFE HARBOR

## 9-12 DOCUMENTATION

The Graduation Rate Improvement Track and Cohort Drop out Data can be found at the following link: <http://www.state.tn.us/education/mleaops.php>. The Director's 3 digit login is required to view this data.

2004	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
73.63%	75.22%	76.8%	78.39%	79.98%	81.57%	83.15%	84.74%	86.33%	87.91%	89.5%

Sample SYSTEM Graduation Rate Improvement Track:

The target rate for 2007 AYP is shown to the left for the 2005-06 graduation rate.

2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
82.76%	83.43%	84.11%	84.78%	85.46%	86.13%	86.8%	87.48%	88.15%	88.83%	89.5%
85.88%	86.24%	86.61%	86.97%	87.33%	87.69%	88.05%	88.41%	88.78%	89.14%	89.5%
70.42%	72.33%	74.24%	76.15%	78.05%	79.96%	81.87%	83.78%	85.68%	87.59%	89.5%
64.17%	66.7%	69.23%	71.77%	74.3%	76.83%	79.37%	81.9%	84.43%	86.97%	89.5%
50%	53.95%	57.9%	61.85%	65.8%	69.75%	73.7%	77.65%	81.6%	85.55%	89.5%

Sample SCHOOL Graduation Rate Improvement Track:

The target rate for 2007 AYP is shown to the left for the 2005-06 graduation rate.

School Year	Grade	Males	Females	AM	AS	AfAm	HI	WH	Total
2001-02	9	1	0	0	0	0	0	1	1
2002-03	10	0	0	0	0	0	0	0	0
2003-04	11	2	1	0	0	0	0	3	3
2004-05	12	2	2	0	0	1	0	3	4

Sample SCHOOL Cohort Dropout Counts used in Graduation Rate Calculation:

These numbers are self-reported by the system/school and the TDOE does not have the student names that account for the totals shown.





# SAFE HARBOR

## 9-12 DOCUMENTATION

---

### Required Documentation for a 9-12 Safe Harbor Appeal:

For 9-12, (**SWD, ELL, and ED subgroups**), a 2005-06 event Dropout of 5% or less, or improvement over the prior year's rate, is required to meet safe harbor.

This appeal requires a detailed description of the subgroup and cell(s) being appealed and the reason for appeal. This appeal also requires a report, similar to the example shown on a subsequent page, detailing the 2005-06 event dropout rate for the subgroup eligible for safe harbor. To show improvement, also include the 2004-05 event dropout rate for the subgroup eligible for safe harbor.



# SAFE HARBOR

## 9-12 DOCUMENTATION

Sample 9-12 event drop out rate report to be submitted with an appeal for **SWD, ELL, and ED** subgroups:

(This is only a suggested format for reports. The format chosen for submission is up to the district. The goal is to ensure that the correct data elements are included to support the appeal.)

### Sample System Level Event Dropout Rate Report

Dogwood County System Level Event Dropout Rate - Students with Disabilities:						
School Name	Students w/ Disabilities 2004-05 9th Grade Dropouts	Students w/ Disabilities 2004-05 10th Grade Dropouts	Students w/ Disabilities 2004-05 11th Grade Dropouts	Students w/ Disabilities 2004-05 12th Grade Dropouts	Students w/ Disabilities 9-12 Net Enrollment	Students w/ Disabilities Event Dropout Rate
Dogwood High School	0	0	1	0	400	0.25%
Maple High School	0	0	0	1	500	0.20%
<b>System Totals</b>	0	0	1	1	900	0.22%

This sample shows the rate for a single subgroup. Be sure to clearly identify the subgroup being appealed when creating your report.

To show improvement, include a report for both the 2005-06 & 2004-05 school years.



# SAFE HARBOR

## 9-12 DOCUMENTATION

### Formula for Calculating 2005-06 Graduation Rate

for the subgroup

regular on-time graduates

---

regular on-time graduates + regular late graduates + GEDs +  
certificates of attendance + special education diplomas +  
dropouts (9th grade 02-03, 10th grade 03-04, 11th grade 04-05, 12th grade 05-06)

### Formula for Calculating 2005-06 Event Dropout Rate

total 05-06 dropouts for the subgroup (all grades 9-12)

---

subgroup 05-06 net enrollment (all grades 9-12)

# Natural Disaster

A **NATURAL DISASTER Appeal** may be submitted for K-8 Attendance and/or Participation Rate (% Tested) for both K-8 and 9-12.

---

## Requirements for Any Natural Disaster Appeal:

- Detailed Description of Subgroup(s) and Cell(s) Being Appealed
- Newspaper Articles Supporting the Natural Disaster
- Other Documentation that may Support the Natural Disaster

The document must be in electronic format. You may either scan a newspaper article or copy an online news article from a website into a word document.

**TENNESSEAN***com*

Middle Tennessee's #1 Online News Source

HOME | **NEWS** | BUSINESS | SPORTS | ENTERTAINMENT | LIVING | CLASSIFIEDS | JOBS | CARS | REAL

Education | Gov. & Politics | Growth & Dev | Nation/World | Lottery | Learn Nashville | Opinion | County News | eTech

☒ Website ☐ Archives KEYWORD Search: [ adv. search ]

Wednesday, 05/11/05

**Flu epidemic forces school closings**  
By: John Doe

Dogwood County Schools are closing Monday and Tuesday due to a flu epidemic after two consecutive days with more than 20% of the county's students absent or sent home reporting flu-like symptoms, according to Director Joe Maple.

Maple said he did not want to cancel classes, but two doctors in the area contacted him requesting that schools be shut down in order to break the cycle.

# CODING ERRORS

A **CODING ERROR Appeal** may be submitted for K-8 Attendance, 9-12 Event Dropout Rate, or K-12 Student Level Coding Errors.

---

## **K-8 Attendance Rate Coding Error Appeal Requirements:**

- Detailed Description of Subgroup(s) and Cell(s) Being Appealed
- Attendance Rate Report for 2006-07
- Attendance Rate Report for 2005-06 to show 2 year average  
(Report details explained on subsequent pages)

Requires a report listing all students, for the subgroup, for all grades K-8 (not just 3-8) by school, by grade, by student in the subgroup showing student name, SSN or PIN, etc. (The same types of documentation shown in the K-8 attendance rate safe harbor appeal examples are necessary for this appeal.)

# CODING ERRORS

A **CODING ERROR Appeal** may be submitted for K-8 Attendance,  
9-12 Event Dropout Rate, or K-12 Student Level Coding Errors.

---

## 9-12 Graduation Rate Coding Error Appeal Requirements:

- Detailed Description of Subgroup(s) and Cell(s) Being Appealed
- Graduation Rate for 2005-06  
(Report details explained on subsequent pages)

This appeal requires a report showing students originally included Graduation Rate calculations that are modified (additions/deletions/changes in roster or cohort drop out total) that are affecting the new rate calculated as it is believed to be. (The same types of documentation shown in the 9-12 graduation rate safe harbor appeal examples are necessary for this appeal.)

Graduation Rate  
Appeals are already  
CLOSED.

# CODING ERRORS

A **CODING ERROR Appeal** may be submitted for K-8 Attendance, 9-12 Event Dropout Rate, or K-12 Student Level Coding Errors.

---

## **K-8 & 9-12 Student Coding Error Appeal Requirements:**

- Detailed Description of Subgroup(s) and Cell(s) Being Appealed
- Report of Students Showing Original Data and Changed Data
- Individual Documentation for Each Student Supporting Change  
(Report details explained on subsequent pages)

Requires a report listing all students and with the original data and the changed data noted. In addition, documentation from each student's school record supporting the requested change. If membership changes, proof of enroll/withdraw dates must be provided; if ethnicity changes, proof of original record stating ethnicity, etc. Only students for which documentation is received supporting the requested change will be included in the appeal. If sufficient supporting documentation is not submitted with the appeal, the change will not be accepted as part of the appeal.



# CODING ERRORS

(These are only suggested formats for reports. The format chosen for submission is up to the district. The goal is to ensure that the correct data elements are included to support the appeal.)

## Example of Appeal for SWD Codes

Original Data

Changed Data

The Supporting Documentation noted on the report must also be submitted with the appeal.

Dogwood County System - Student Coding Errors to appeal Students with Disabilities %Prof/Adv Math & Reading:							
System #	School #	Student Name	SSN/PIN	Grade	Original SWD Code	Requested Change to SWD Code	Documentation Provided
111	50	Doe, John	123456789	3	N	Y	Student Mgemnt Sys Rpt showing disability codes
111	50	Smith, Jane	112345678	3	N	Y	Student Mgemnt Sys Rpt showing disability codes
111	50	Maple, Jean	122345678	5	N	Y	Student Mgemnt Sys Rpt showing disability codes
111	50	Brown, Steve	233456789	5	N	Y	Student Mgemnt Sys Rpt showing disability codes
111	30	White, Betty	245567899	5	N	Y	Student Mgemnt Sys Rpt showing disability codes
111	30	Jones, Susie	345678902	5	N	Y	Student Mgemnt Sys Rpt showing disability codes
111	25	Smith, Billy	456789103	5	N	Y	Student Mgemnt Sys Rpt showing disability codes
111	25	Barnes, Julie	455667890	5	Y	N	Student Mgemnt Sys Rpt showing disability codes

Make sure the SSN/PIN match the assessment database. If a student cannot be found with this identifier, the request for change will not be made.





# CODING ERRORS

(These are only suggested formats for reports. The format chosen for submission is up to the district. The goal is to ensure that the correct data elements are included to support the appeal.)

## Example of Appeal for Membership Codes

Original Data

Changed Data

The Supporting Documentation noted on the report must also be submitted with the appeal.

Dogwood County System - Student Coding Errors to appeal Students with Disabilities %Prof/Adv Math & Reading:							
System #	School #	Student Name	SSN/PIN	Grade	Original Membership Code	Requested Change to Membership Code	Documentation Provided
111	50	Doe, Amy	789056789	3	1	2	Student Mgemnt Sys Rpt showing enroll/withdraw
111	50	Johnson, Kathy	890105678	3	1	4	Student Mgemnt Sys Rpt showing enroll/withdraw
111	50	Maple, Johnathon	122345555	5	1	4	Student Mgemnt Sys Rpt showing enroll/withdraw

Make sure the SSN/PIN match the assessment database. If a student cannot be found with this identifier, the request for change will not be made.



# CODING ERRORS

---

## K-12 Student Level Coding Error Appeal that

### MAY LEAD TO SAFE HARBOR ELIGIBILITY:

If you believe that the student level coding error appeal will change the subgroup's % Below Prof enough to make the subgroup Eligible for Safe Harbor, **you MUST also REQUEST a SAFE HARBOR appeal AT THE SAME TIME you submit the coding error appeal.** If the subgroup has not already met the additional indicator, the required Safe Harbor documentation must also be submitted to prove the additional indicator.

Include this documentation with the coding error appeal documents, clearly labeled as to the purpose of meeting safe harbor *IF* the % Below Prof is reduced enough to make the subgroup eligible for safe harbor.



# TRAINING MATERIALS

---

All training documentation will be available  
on the NCLB Online Appeals website at  
the following link:

<http://www.state.tn.us/education/nclb/appeals.shtml>

(Updates to the page and documentation  
will be available by June 8, 2007.)